

Fundamentals of AI for the Workplace

Table of Contents

1. Introduction to AI

- a. What is AI
- b. Why AI matters today
- c. How AI is changing workplaces
- d. How AI can help you transform your productivity
- e. Key terminologies related to AI

2. How AI works

3. Agentic AI

4. Generative AI

- a. Types of Generative AI tools
 - i. Stand alone
 - ii. Integrated
 - iii. Custom built
- b. Commonly used generative AI tools (including Pros, cons, use cases)
 - i. Chat GPT
 - ii. Gemini
 - iii. Claude
 - iv. MS CoPilot
- c. Prompting: How to Talk to AI tools
 - i. Importance of good prompt
 - ii. Prompting frameworks
 - iii. Tips for better prompting
- d. Steps for using generative AI

5. Common Myths and Limitations of AI

6. Responsible & Safe Use of AI